

What are my options to obtain copies of case documents, including Certified Copies? (REV. 8/1/08)

VIA THE INTERNET

Documents filed on and after 11/10/03 are stored electronically on the court's computer system (ECF). These documents may be accessed via the Internet using the PACER system for \$.08 per page to a maximum of \$2.40 per document. Please contact the [PACER Service Center](#) for registration information.

VISIT THE CLERK'S OFFICE

General - A \$26.00 search fee applies if a deputy clerk has to locate the document. If a deputy clerk makes the copies, the copy cost is \$.50 per page with no maximum per document. There is a copy machine located in the Portland Office that can be used to make copies of paper documents but only ones filed in that office, at a per page cost of \$.15. The vendor removed the Eugene office copier due to lack of use.

Documents Filed On and after 11/10/03 - Copies may be obtained from a public terminal in either Clerk's Office location at the cost of \$.10 per printed page, but with no maximum fee per document.

Documents Filed prior to 11/10/03 - Documents in cases that are still open and were filed prior to 11/10/03 are only available in paper and only at the Clerk's Office location where the case was filed.

Closed cases filed prior to 11/10/03 are only kept in the Clerk's Office location where the case was filed for a limited amount of time (generally no longer than 2 years from the case filing date) due to a lack of storage space. They are then sent to the National Archives and Records Administration (NARA) in Seattle, Washington. See [below](#) for details about how to obtain copies in closed case files that are at NARA.

VIA THE MAIL

You must mail any written request to the Clerk's Office location where the case was filed. For a Portland case (where the first number of the four or five digit portion of the case number is either "3" or "4"), mail to 1001 SW 5th #700, Portland OR 97204. For a Eugene case (where the first number of the four or five digit portion of the case number is either "6" or "7"), mail to 405 E 8th Ave #2600, Eugene OR 97401. Each written request must contain the debtor(s) name, case number, and precisely which documents are to be copied. In addition, you must include your name, address and daytime telephone number along with an appropriately sized self-addressed, stamped envelope. Finally, you must also include \$26.00 per document along with a copy fee of \$.50 per page copied. All fees must be submitted in the form of either a bank cashier's check, a money order or a personal check made payable to "Clerk, U.S. Bankruptcy Court". If you do not know how many pages there are, you may send a "Not to Exceed" check with the amount lines left blank. Below the line for writing out the dollar amount, write "Not to Exceed \$(enter estimated amount here)". In addition to the search fee we suggest an amount of at least \$35.00, although \$65.00 is more appropriate for

larger cases.

CERTIFIED COPIES

Certified copies of documents filed prior to 11/10/03 are only available at the Clerk's Office location where the case was filed. Certified copies of documents filed on and after 11/10/03 may be obtained from either office. You must pay a \$9.00 certification fee per document, and you must also comply with all of the appropriate requirements and pay all of the fees detailed above in either the "[Visit the Clerk's Office](#)" section or the "[Via the Mail](#)" section, whichever applies).

DOCUMENTS IN CLOSED CASES BEING STORED AT THE NATIONAL ARCHIVES & RECORDS ADMINISTRATION (NARA)

If a case you are interested in was filed prior to 11/10/03 and was closed and sent to NARA, there are several options available to you. All of the options require you to contact the Clerk's Office where the case was filed either by phone or mail to get the information as to the Accession Number, Location Number and Box Number which are necessary to enable the archives to locate the file. When contacting the Clerk's Office to request this service, you must give your name, phone number and address as well as the debtor's name and case number.

The proper Clerk's Office to contact is either in Portland (where the 4 or 5 digit portion of the case number begins with either "3" or "4" - Phone: (503) 326-1500 and press "0" for the operator), or in Eugene (where the 4 or 5 digit portion of the case number begins with either "6" or "7" - Phone: (541) 431-4000 and press "0" for the operator).

Copies via mail or fax from NARA - You can request copies of paper documents by mail or fax directly from NARA. To do this you must first request that the Clerk's Office send you a form which gives you the information necessary for NARA to locate the case file and gives details of the options available with this service. Costs are included on the forms and vary depending on what you want copied.

Visit NARA - You can view the file and obtain copies in person at the [NARA office in Seattle](#). You must first request that the Clerk's Office send you a form which gives the location information necessary for NARA to find the file and gives you directions for finding the NARA office plus other useful information.